

# ELECTRIC KEYBOARD MASTERY

---

*your guide to  
relaxed typing!*

# ROYAL ELECTRIC TYPING IS RELAXED TYPING



WITH

- ★ EASIER STROKING
- ★ SMOOTHER RHYTHM
- ★ GREATER SPEED



The material in this Guide is designed to help you quickly perfect your electric typing technique. You, too, will find that electric typing is relaxed typing — made easy with the many advanced, effort-saving features built into your New Royal Electric. These special features and controls are clearly shown and their use explained in this Guide. You will soon become familiar with these controls and will learn to use them with ease and skill.

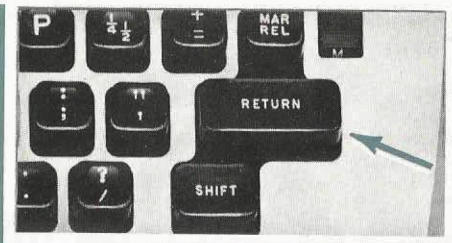
You will acquire electric keyboard mastery by using the drills and instructions in this booklet. As you follow the simple steps and suggestions, your typing will become relaxed. Skill, accuracy and typing speed will increase. More work will be done with less time and effort as you learn to use the automatic controls. Refer to the "How Am I Doing?" check list frequently to assure correct techniques. You will find that electric typing becomes easy and productive, as this Guide shows you how to relax at your Royal Electric Typewriter.

# TABLE OF CONTENTS

• • • • •

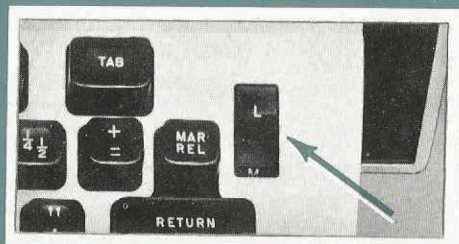
	PAGE
<b>ROYAL ELECTRIC TYPEWRITER</b>	
Exclusive Royal Electric Features	4, 5, 6, 7
Operative Parts	29, 30, 31
<b>GETTING THE FEEL OF THE ELECTRIC TYPEWRITER</b>	
Correct Posture	8
Techniques—Touch, Carriage Return, Space Bar and Shift Key Stroke	9, 10, 11, 12
Alphabetic Sentences & Practice Paragraph	12, 13
<b>ELECTRIC TYPING ON THE PROFICIENCY LEVEL</b>	
Drills, Alphabetic Sentences, and Controlled Speed Writing	14, 15
Developing Proficiency with Numbers	16
Alphabetic Sentence, Controlled Speed Writing	17
Symbols and Punctuation Changes	18, 20
Alphabetic Sentence, Controlled Speed Writing	19
Automatic Hyphen and Underscore	21
Practice Paragraph	22
Crowding and Spreading	22, 23
Tabulating on the Electric	24
Alphabetic Sentence, Controlled Speed Writing	25
Automatic Forward Spacer	26
"How am I doing?" Check List	16, 21
Proficiency Test	27
Pushing for Speed	28

# HERE ARE THE SPECIAL LABOR-SAVING FEATURES OF THE



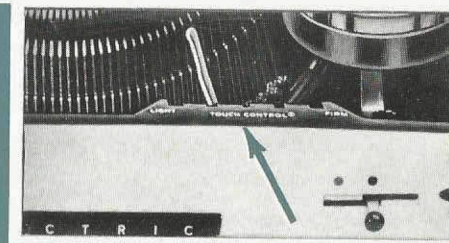
## electric carriage return

A mere flick of the Carriage Return Key with the right little finger will return the carriage quickly and quietly.



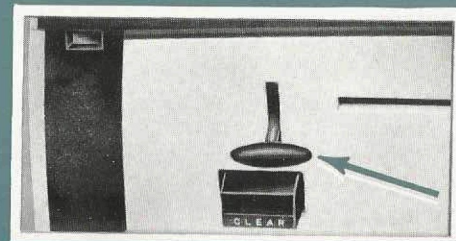
## copy control

This device regulates the force of the typebar stroke from Light to Medium to Heavy. You can make one or numerous carbon copies with no added typing effort. Set at "L" for single copies, or regular correspondence, at "M" for light manifolding, and at "H" for multiple copies.



## touch control

Enables you to regulate key tension to suit your own touch preference. Set Touch Control at "Firm" for a heavier touch—or when making the changeover from manual to electric. Position it at "Light" if your touch is light, or when you have become familiar with the responsive Royal Electric keyboard.

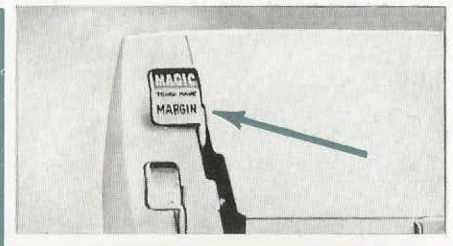


## power switch

1. Starts the motor.
2. Flashes a red "ON" signal.
3. Automatically shuts off motor when safety-switch cover at top of machine is removed—safeguards fingers.

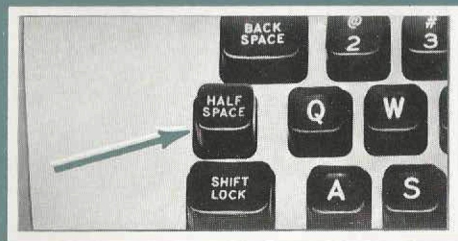


# NEW ROYAL ELECTRIC!



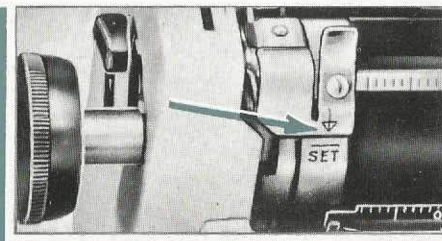
## magic margin

To set the left margin, simply pull forward the left margin lever, move the carriage to the desired spot and then release the margin lever. The right margin works the same easy way.



## half forward spacer

For convenience in error correction. Allows removal or insertion of a letter within same space as misspelled word. It is also used to "justify" right-hand margins.



## line meter

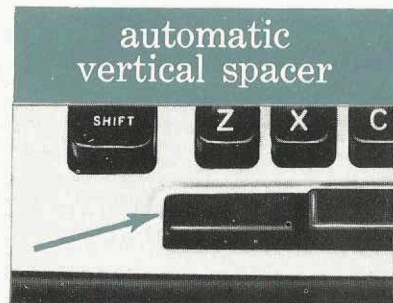
Locate the arrow on left of Paper Lock, and the Line Meter marking on Paper Table. Then (a) Roll paper into typewriter until the word "Set" appears under the arrow. (b) Press and hold Variable Line Space Button, lining up bottom edge of sheet with Line Meter marking. (c) Release Variable Button and roll sheet to desired typing position. The markings on the indicator at the left cylinder end tell you when there are 8, 6, 4, and 2 lines left on the sheet.

## eraser cleaner

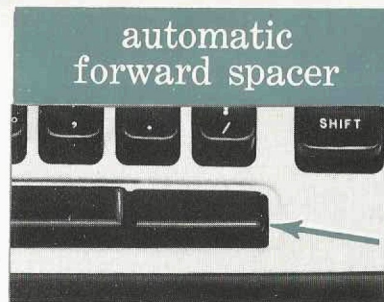
A handy device for cleaning your eraser. Saves time by preventing eraser smudge on typed copy. Slides out from beneath right side of typewriter.

# NEW

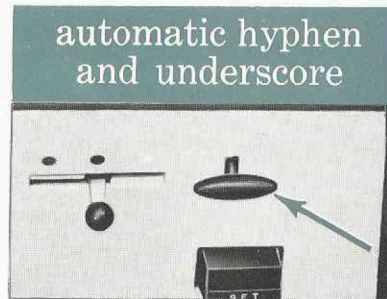
## EFFORT-SAVING ELECTRIC REPEATS...



Feeds paper into machine automatically. Instantly spaces up as many lines as needed—without returning carriage to left margin. Merely touching the bar speeds insertion of paper and envelopes—quickly spaces from top of paper to date line. Use left little finger to depress Vertical Spacer.



Automatically moves the carriage forward several spaces, or across the entire sheet. Speeds fill-in typing on blank forms. Use right little finger to depress Forward Spacer.



To get a series, or a whole line of repeat hyphens, simply depress and hold this control. For a series, or a whole line of repeat underscores, lock the Shift, then depress and hold this control.



## the FABRIC RIBBON

Royal's Exclusive "Twin-Pak" Ribbon provides the fastest, cleanest, easiest way to change a Fabric Ribbon. Fingers always stay clean because they never touch the ribbon.

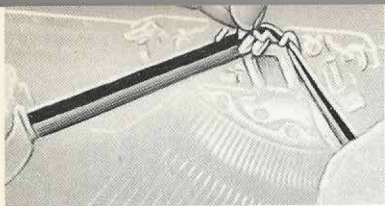
## CARBON AND



## the CARBON RIBBON

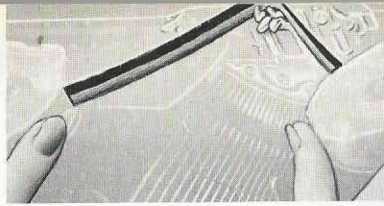
Carbon Ribbon is now widely used for executive correspondence and reproduction work because of the distinctive, clear-cut typewritten copy it produces. The cleanest, most uniform type impressions can be had every time with Royal's extremely durable Plastic Carbon Ribbon.





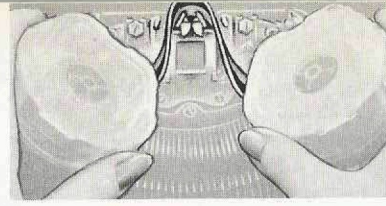
1

Open the Twin-Pak ribbon carrier by pressing the two finger pieces together.



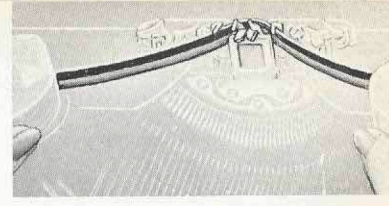
2

Lift out and discard both plastic ribbon cartridges.



3

Hold the new ribbon cartridges with the round side toward you, separate and draw them apart about 4 inches so that a short loop of ribbon forms. Drop the loop into the ribbon carrier.



4

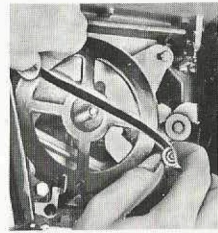
Pull the cartridges toward you about 2 inches and then place them in the cartridge holders. Your ribbon change is finished. The first type strike will automatically close the ribbon carrier.

## FABRIC RIBBON...BOTH AT YOUR COMMAND ON THE NEW **ROYAL ELECTRIC!**



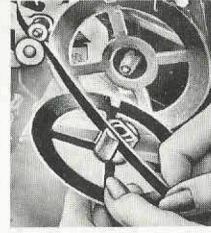
1

Remove top plate, lower flaps and discard used ribbon. Place a new roll of carbon ribbon on the right side and thread the ribbon as illustrated. Note that the carbon surface should always face away from you.



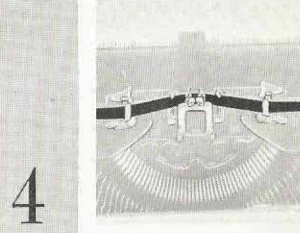
2

Lift the pressure roller and place the ribbon under it as illustrated.



3

Place the end portion of the ribbon in a slot in the take-up spool. Press the spool in place while slowly twisting clockwise.



4

Open the ribbon carrier by pressing the two finger pieces together and drop in the ribbon. Replace top plate and flaps. Depress the space bar several times to take-up ribbon slack and to properly seat the ribbon in the carrier. The first type strike will automatically close the carrier.



# CORRECT POSTURE FOR ELECTRIC TYPING

Head up, turned slightly to the right—  
eyes on copy

Sit erect, with small of back against  
chair backrest — upper part of body  
leaning slightly forward

Match chair and desk height to get  
hands, wrists, and forearms to slope  
at the same slight angle as the electric  
keyboard

Feet flat on floor, a little apart, one  
foot several inches in front of the other





# GETTING THE FEEL OF THE ELECTRIC TYPEWRITER

Before you do anything, you will want to get acquainted with three most important factors in electric typewriting. You will need to know:

1. How to position your arms, wrists, hands, and fingers. 2. How to tap the keys lightly. 3. How to use the Carriage Return Key.



## ARMS, WRISTS, HANDS, AND FINGERS

Arms should hang naturally at the sides. The position of the elbows, forearms, and wrists should be parallel to the very slight slope of the keyboard.

From this position, the fingers curve downward somewhat from the knuckles and appear to be "pointing" at the keys. Keep fingers relaxed in this "pointing" position and hold them suspended just barely **above** the guide keys.

## TOUCH . . .

Your fingers, from their "pointing" position, will seem to **tap** the keys rather than strike them. Merely bring the fingers down lightly from their "pointing" position and use the cushions of your fingers to **tap** the keys.

*with MOTOR OFF, **feel** the following familiar drills...*

a;sldkfjgh ghfjdksla; a;sldkfjgh ghfjdksla;

# CARRIAGE RETURN

To get a new line of writing, a mere flick of the Carriage Return Key with the right little finger – without looking up\* from your copy – returns the carriage automatically.



with MOTOR OFF, practice this TAP-RETURN-RELAX technique for returning the carriage to a new line of writing:

1. TAP the Carriage Return Key with extended right little finger
2. RETURN finger immediately to semicolon key
3. RELAX just above home row keys for a split second before beginning the next line of writing
4. TAP-RETURN-RELAX . . . TAP-RETURN-RELAX . . . TAP-RETURN-RELAX . . . TAP-RETURN-RELAX . . . TAP-RETURN-RELAX . . .

now you are ready for electric typing, with MOTOR ON:

1. Lift POWER SWITCH to start the motor. Notice the red "ON" signal.
2. Set COPY CONTROL at "L", which is the proper setting for single copies and up to three or four carbon copies.
3. Insert a sheet of paper, using the AUTOMATIC VERTICAL SPACER to space up several spaces from the top of the sheet of paper.

## CARRIAGE RETURN . . .

*Practice the word "electric", returning the carriage after stroking each letter:*

e  
l  
e  
c  
t  
r  
i  
c

TAP  
RETURN  
RELAX



# DEVELOPING CORRECT ELECTRIC TOUCH

## SPACE BAR

Tap the space bar with the right thumb just as you tap the alphabetic keys.

*Type each line below, spacing once between each letter:*

e l e c t r i c  
t y p e w r i t i n g  
i s  
r e l a x i n g

TAP  
RETURN  
RELAX

Now that you have become acquainted with the proper techniques for tapping the keys, returning the carriage, and using the space bar, type each line below once, typing only as fast as you can ACCURATELY.

box qt. zip yes vat cow jug men far kid the lad  
oz. cab yet ohm qua fix par yet cab sow jag kit  
edge hill born wear oily than acre hull bowl  
seat upon torn tact jump coal read limp disk  
rate pump dial tear lump sick test loin burn

TAP  
RETURN  
RELAX

# DEVELOPING CORRECT ELECTRIC TOUCH.....

## SHIFT KEY STROKE

1. Extend little finger for Shift Key stroke
2. Depress Shift Key BUT KEEP OTHER FINGERS IN "POINTING" POSITION, suspended just barely above guide keys
3. Do not linger on the Shift Key after tapping the letter key

*Practice the following drill without lingering on the Shift Key:*

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp  
Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz



## ALPHABETIC SENTENCES

*Type each alphabetic sentence at least twice ACCURATELY:*

If very delinquent in making tax payments, all financial help will be jeopardized.

With his very wide knowledge of the subject, the citizen quietly explained the modified tax laws.

More expensive and unorganized work will unquestionably receive disapproval from the judge.



.....

## NOW YOU ARE READY TO BEGIN WORKING WITH MANUSCRIPT COPY

Try to type the following material smoothly and ACCURATELY. To indent for paragraphs on the electric, extend the right little finger and TAP the Tabulator Key just as you tap the other keys on the electric.

Use the right methods in writing on this electric. Direct your eyes to the text, not to the keys. Use your lightest touch to stroke the keys. Use the right little finger to return the electric to the next writing line. Extend the finger, touch the return key, then return the finger to the semicolon key. Do not let it linger on the return key. Rest briefly before striking the next key while the electric is being returned. Let the electric do the work for you.

# ELECTRIC TYPING ON THE PROFICIENCY LEVEL

Now that you have the feel of the electric typewriter and have done some typing on it, your next step is to develop proficiency in its use.

*Type the following alphabetic drill in this manner:*

1. Tap the first letter—to make sure of its location—then PAUSE FOR A SPLIT SECOND
2. Repeat the letter three times, tapping very rapidly

aaaa bbbb cccc dddd eeee ffff gggg hhhh iiii jjjj kkkk llll mmmm  
nnnn oooo pppp qqqq rrrr ssss tttt uuuu vvvv www www xxxx yyyy zzzz

## DEVELOPING CONTROLLED SPEED

To help you develop controlled speed (speed with accuracy) on the electric typewriter, this booklet provides alphabetic sentences for practice, and word-counted copy to check your progress.

## SUGGESTED METHOD OF PRACTICE

1. Type the alphabetic sentence preceding the copy twice. Strive for accuracy in each writing.
2. Take a one-minute timing on the writing, typing only as fast as you can type accurately.



- .....
3. Proofread your copy. If there are errors, type the word containing the error and the word immediately preceding and following it correctly five times.
  4. Repeat the timing.

## ALPHABETIC SENTENCE

The bookkeeper objected to investigating every delinquent account, whatever its size, because of much expense.

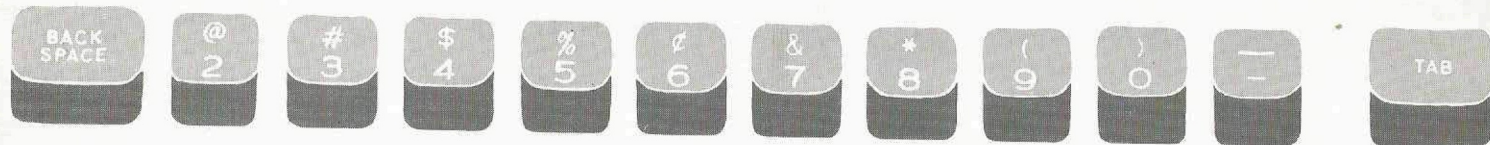
## CONTROLLED SPEED WRITING

### FIVE-STROKE WORDS

It is easy to understand why the office typist wants a new electric. The typewritten work looks much neater and much more professional. Not only this, but many more clear, readable carbon copies can be prepared merely by regulating the copy control wheel for the number of carbons required. The typewriter, with minimum effort, will give you clear, readable copies whether it be the first or the last copy. Everything has become quite simple on the electric typewriter.

9  
19  
29  
39  
50  
60  
70  
81  
91  
95

# DEVELOPING PROFICIENCY WITH THE NUMBERS



*Try to type these number combinations as quickly as you type the words:*

we 23 or 94 to 59 ye 63 up 70 ow 92 it 85 re 43  
 our 974 top 590 two 529 yet 635 tie 583 try 546  
 1 3 5 7 9 2 4 6 8 0 0 8 6 4 2 1 3 5 7 9  
 12 34 56 78 90 1912 1934 1956 1978 1990  
 By 1975 it is expected that the number of items  
 will be increased from 408 to 632.

tap the +  
 and = with  
 right little  
 finger



PRACTICE If  $xy = 72$  and  $x = 9$ ,  $y = 8$ .

If  $x + y = 50$  and  $x = 26$ ,  $y = 24$ .

"HOW  
 AM I  
 DOING?"  
 CHART

- Am I sure not to linger on the carriage return key?
- Do I hold my fingers in a suspended position?
- Do I point my fingers at the keys?
- Do I TAP—RETURN—RELAX?
- Do I keep my eyes on the copy during the carriage return?
- Do I use the Automatic Vertical Spacer for paper insertion?



# AND SPECIAL SYMBOLS

## ALPHABETIC SENTENCE...

Attempting to keep the investigation quiet, the judge was extremely baffled by publicized reports.

## CONTROLLED SPEED WRITING...

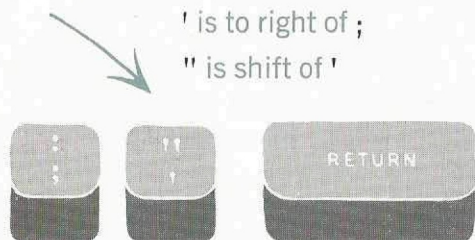
### FIVE-STROKE WORDS

Merely extending to the row of figures the fingers	10
used in typing many common words, the typist can	20
develop controlled speed in typing figures. For example,	31
the following words and figure combinations use the same	43
fingers: we 23 or 94 it 85 up 70 ye 63. Extending the	54
fingers of many words of three, four, and five letters	65
will give even more figure combinations: you 697	75
wit 285 your 6974 type 5603 write 24853 upper 70034.	86
Tap the number keys just as lightly as you tap the	96
letter keys. The touch has nothing to do with the even	107
impression since this is completely automatic just as	118
is the return of the carriage.	124

# SYMBOL AND PUNCTUATION CHANGES

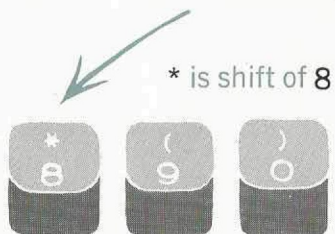
There are just a few key changes on the electric typewriter. With little practice, they can be mastered easily.

*Type each sentence below twice, striving for accuracy in each writing.*



Frank's grades are three A's and two B's.

O'Neil's "Quiet by Night" was widely read.  
"Oh, for cryin' out loud!"



This symbol \* is called an asterisk.  
The symbol \* usually refers to a footnote.



## ALPHABETIC SENTENCE

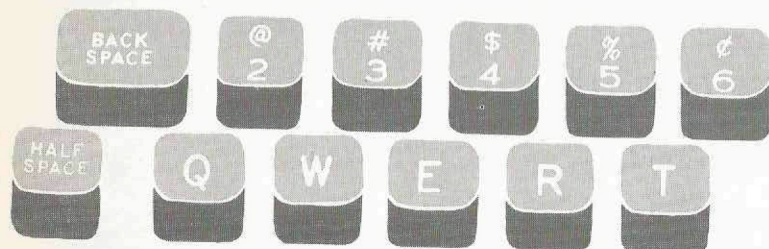
With the object of systematizing work, thus reducing expenses, the unique plan was developed.

## CONTROLLED SPEED WRITING...

### FIVE-STROKE WORDS

If there is any clue to typewriting quickly and	9
without making mistakes, it is to type without any	20
sense of hurrying at all. This is the secret of the	30
experts, so their motto is, "Type as fast as you can	41
without making mistakes." Control your typing so that	52
you too are able to type quickly without errors. Get	63
off to the right start with correct posture: back	73
straight; feet flat on the floor, one slightly in front	84
of the other. Position your arms, wrists, hands, and	95
fingers correctly. Tap the keys lightly; tap them	105
rather than strike them. Don't let your eyes go beyond	116
the word your fingers are typing.	123

# SYMBOL AND PUNCTUATION CHANGES



@ is shift of 2

Sell 90 shares @ \$18 each.

Quote 36 dozen @ \$5; 72 dozen @ \$4.

¢ is shift of 6

Reduce the price to 19¢.

Quote 78¢ each for 35 sets; 42¢ for 60.

## ALPHABETIC SENTENCE

The clerk required just a very few minutes to examine the books for the puzzling errors.

## CONTROLLED SPEED WRITING

An excellent thing about the electric typewriter is the fact that it does much of the work. The typist can now depend upon the machine to a much greater extent than ever before. However, to be able to type without making mistakes, you must learn to type and read at the same time. When you read for enjoyment or for study, your eye spans more than one word at a time-- often a complete sentence if it is short; but when you type, your eyes should span only the word that the fingers are typing. Do not read beyond that point.

## FIVE-STROKE WORDS

10  
21  
31  
42  
52  
63  
74  
85  
96  
106



# AUTOMATIC HYPHEN AND UNDERSCORE

## REPEAT HYPHEN

For repeat hyphens (-----), simply depress and hold the Automatic Hyphen and Underscore Control.

*Type the following:*

President ----- J. C. Walters  
Vice President ----- Alice Shaffer  
Secretary ----- John Peterson  
Treasurer ----- May McDermott

## REPEAT UNDERSCORE

For repeat underscore (\_\_\_\_\_), lock the shift key, then depress and hold the Automatic Hyphen and Underscore Control.

*Type each sentence twice, using Automatic Underscore Control:*

You should read The Tale of Two Soldiers.  
Over the Horizon is an excellent choice.  
It is absolutely imperative that it be done.



"HOW  
AM I  
DOING?"  
CHART

- Am I sure not to linger on the carriage return key?
- Do I hold my fingers in a suspended position?
- Do I point my fingers at the keys?
- Do I TAP—RETURN—RELAX?
- Do I keep my eyes on the copy during the carriage return?
- Do I use the Automatic Vertical Spacer for paper insertion?

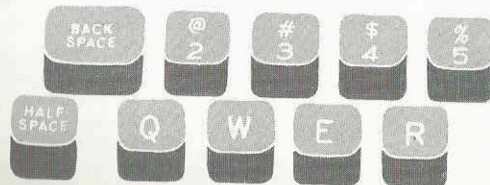
## PRACTICE PARAGRAPH

This paragraph includes all the symbol and punctuation mark changes on the electric typewriter. Type the paragraph at least twice, striving for complete accuracy.

The announcement read: "In each of the past 37 years, your company's dividend record has been unbroken.\* Next year we shall add an 'extra' of 69¢ a share of non-voting stock. This 'extra' will be voted at the meeting which is to take place on March 18 in Room 204, Ajax Hotel."

\*Including dividends of non-voting stock @ 5%.

## "Crowding" and "Spreading" with the HALF FORWARD SPACER



The Half Forward Spacer truly simplifies correcting errors which require the "crowding" or "spreading" of letters or spaces.

*The guesswork is all gone...*



	TO ADD A LETTER	TO REMOVE A LETTER	TO ADD A SPACE
ERROR	It wil be done.	It willw be done.	It willbe done.
CORRECTION	It will be done.	It will be done.	It will be done.
PROCEDURE	<p>Erase "wil" and move carriage to "t"</p> <p>Strike space bar <b>once</b></p> <p>Hold down half-space key while striking "w"</p> <p>Release half-space key; hold down while striking "i"</p> <p>Repeat procedure until entire word is typed</p>	<p>Erase "willw" and move carriage to "t"</p> <p>Strike space bar <b>twice</b></p> <p>Hold down half-space key while striking "w"</p> <p>Release half-space key; hold down while striking "i"</p> <p>Repeat procedure until entire word is typed</p>	<p>Erase "be" and move carriage to "l"</p> <p>Strike space bar <b>once</b></p> <p>Hold down half-space key while striking "b"</p> <p>Release half-space key; hold down while striking "e"</p> <p>Note that you could have re-typed "will," but it is easier to correct the shortest word</p>

#### PRACTICE:

We met at six.  
 Maybe thirty will go.  
 There were seven here.  
 Ten were too many.  
 He is to ill.  
 There maybe five.

Change to meet.  
 Change to forty.  
 Change to nine.  
 Change to are.  
 Change to too.  
 Change to may be.

# TABULATING ON THE ELECTRIC



Set left margin at 25 with a Tabulator Stop at 40 and one at 55. To facilitate carriage movement when setting tabs, use the Automatic Forward Spacer to get from one position on the scale to the next.

To clear all tab stops, move carriage to extreme left. Depress and hold Tab Clear—touch Carriage Return Key.

## TABULATOR KEY

Extend the right little finger and TAP the Tabulator Key just as you tap the other keys on the electric.

*Type the following tabulation, striving for complete accuracy.*

*Do not take your eyes from copy as you extend your right little finger to the tabulator key.*

between  
silky  
grain  
rough  
enjoy  
allow  
seldom  
wallop  
alumni  
public

columns  
equip  
quick  
knob  
affix  
legal  
walk  
favors  
civic  
idiotic

kindly  
unique  
taxed  
verbal  
never  
subject  
young  
polio  
analyze  
extra



## ALPHABETIC SENTENCE

Perplexing questions on this puzzling subject were resolved after a few weekly meetings.

## CONTROLLED SPEED WRITING

### FIVE-STROKE WORDS

To move the carriage forward several spaces,	9
do so by depressing the automatic forward spacer,	19
using the right little finger. This device is	28
especially helpful when filling in blanks on income	39
tax returns, insurance forms, payroll records, and	49
application blanks; also, to move the carriage to	59
one side before making an erasure to prevent the	69
eraser crumbs from falling into the type basket.	79
It is also helpful when setting tab stops for a	88
tabulation.	91
To space up several spaces without returning	101
the carriage to the original margin, touch the	110
automatic vertical spacer with the left little	120
finger. This control speeds vertical spacing,	129
such as inserting paper and envelopes, spacing	138
from top of paper to date line, and moving from	148
complimentary close to name and title in a letter.	158

# AUTOMATIC FORWARD SPACER

Assume you are filling in blanks on a credit application form. Type the handwritten fill-in data below.

Your copy does not have to be spaced exactly as shown here. Merely type the fill-ins, using the Automatic Forward Spacer to get rapidly from one fill-in to the next.

Name John Henry Andrews Address 123 State Street  
Belleville Illinois St. Clair  
(City) (State) (County)

How long a  
resident  
of this city? 10 years

Is your  
home  
mortgaged? yes

For  
how  
much? \$ 10,000



# PROFICIENCY TEST

*Strive for complete accuracy in typing the following material:*

FIVE-STROKE  
WORDS

The carbon ribbon is a very long strip of extremely durable plastic film. Unlike the fabric ribbon, however, which is used over and over until worn out, the carbon ribbon is used only once. Therefore, each successive character typed on the carbon ribbon strikes an unused spot. Each impression is jet black and sharp edged, giving a print-like look. Every bit of typing is a crisp evenness; there are no ragged or blurred impressions.

For duplication work, copy has the clarity of printing. Fill-ins match the body of the letter so perfectly the receiver can scarcely tell it is not a personal letter. Corrections can be made so neatly that they can be hardly detected.

The carbon ribbon produces the distinctive, clean-cut typing that gives authority and importance to work--the mark of an executive. That is why more and more business firms are using machines that are equipped with the carbon ribbon.

A typewriter equipped with both the carbon ribbon and the fabric ribbon serves a dual purpose: the carbon ribbon for executive work, the fabric ribbon for routine work.

# "PUSHING" FOR SPEED

The following copy has been developed to help you type at your fastest speed with accuracy. Here are two proven techniques to use in "pushing" for speed.

1. Repeat each sentence five times in the paragraphs below, **typing as fast as you can without error.**
2. Use each paragraph for 30-second and 60-second timings, **pushing for a higher rate of speed each time**, attempting to keep errors at a minimum. It is suggested that you keep a progress record of your rates.

To build your rate up to a new high most of the copy that you use should be easy to type and easy to read; the copy should be made up of short words that are easy to stroke for short and easy words are words that you can tap at a high rate. Do not think of each key in the word as you tap it but type each of the short and easy words as though it were just one unit for this is what you must do when you try to raise your rate to a new high.

FIVE-STROKE  
WORDS

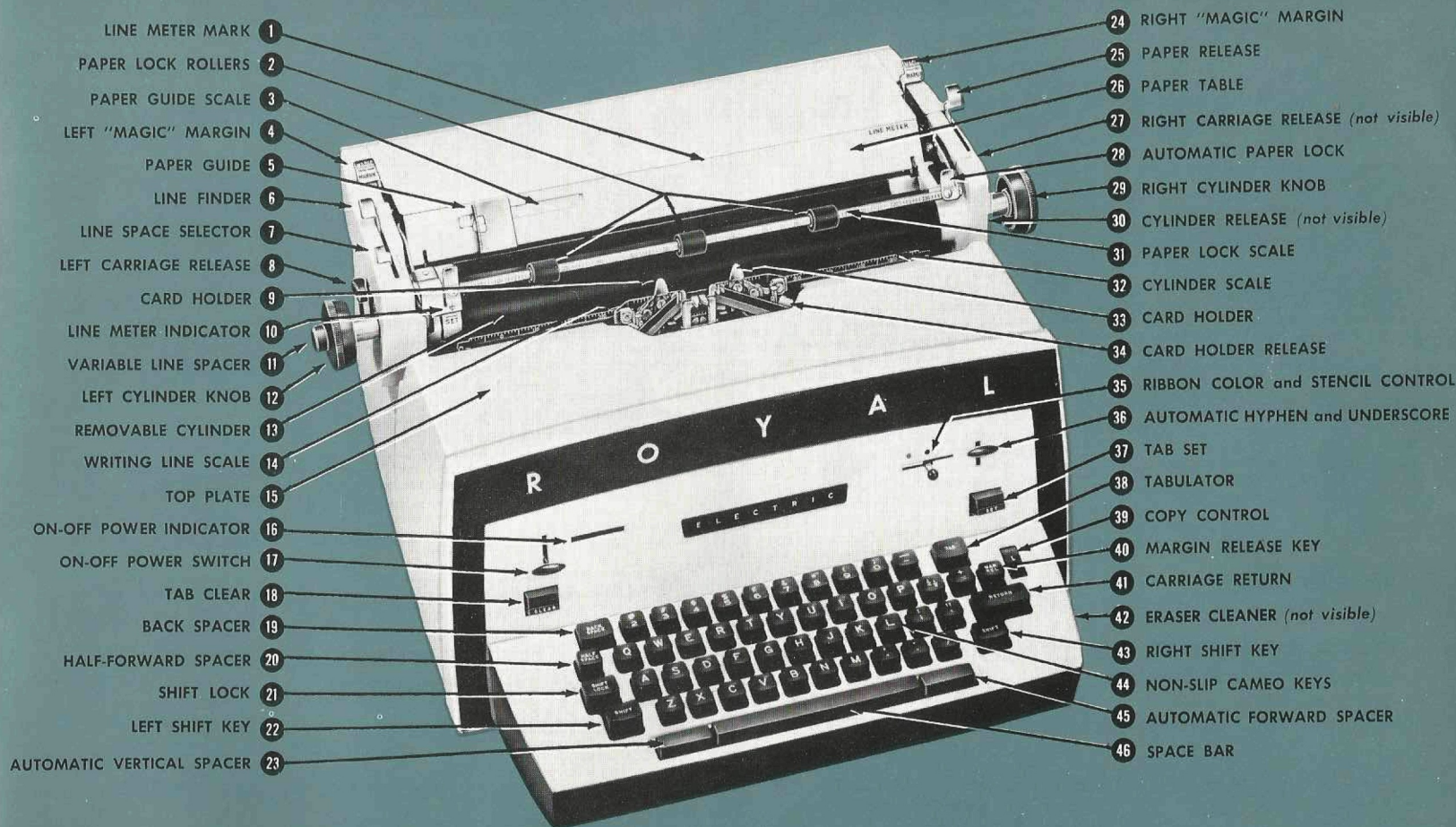
12  
25  
37  
50  
63  
76  
89

Some words may be hard to type even though they are short words for they may be made up of key reaches that are not easy to finger at a high rate and you should try to stroke such words at a pace slow enough to type without error. With such words you should think of each key in the word as you type it and while this may slow down your rate it can be made up on the words with easy key reaches that you can type as one unit at a high rate.

FIVE-STROKE  
WORDS

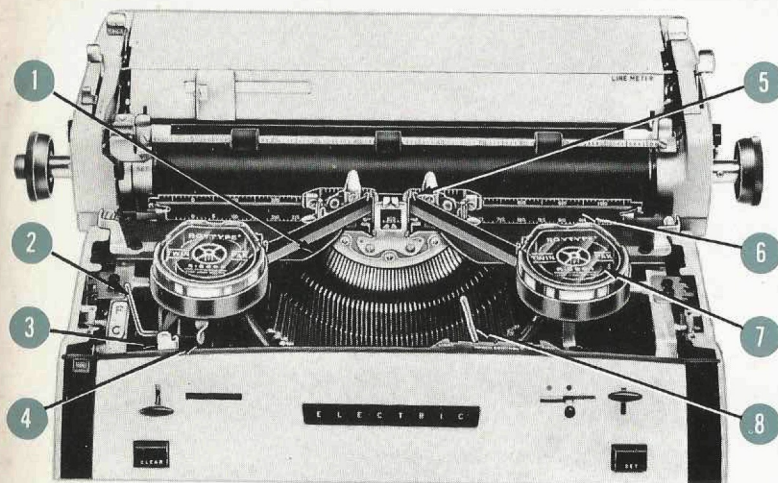
12  
25  
38  
50  
63  
76  
88







## TWIN-PAK FABRIC RIBBON



1 ERASURE SHIELDS

2 RIBBON DRIVE SELECTOR  
(set for *Fabric Ribbon*)

3 RIBBON WIND CONTROL

4 FABRIC RIBBON  
REVERSE CONTROL

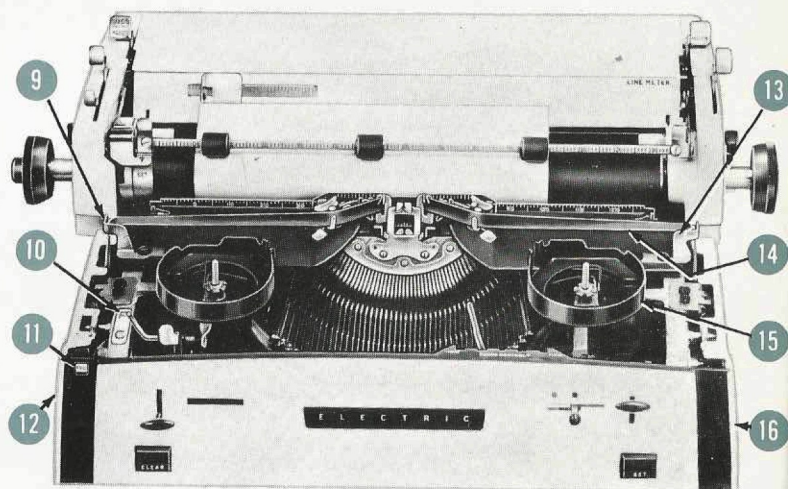
5 RIBBON CARRIER

6 WRITING LINE SCALE

7 TWIN-PAK RIBBON  
CARTRIDGE

8 "TOUCH CONTROL"  
INDICATOR

## CARBON RIBBON



9 LEFT RIBBON GUIDE

10 RIBBON DRIVE SELECTOR  
(set for *Carbon Ribbon*)

11 USED RIBBON INDICATOR

12 USED RIBBON SPOOL

13 RIGHT RIBBON GUIDE

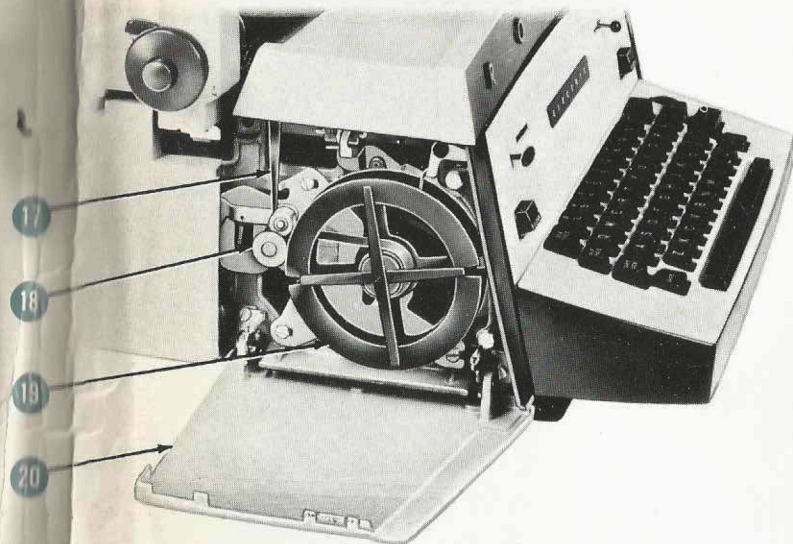
14 CARBON RIBBON

15 FABRIC RIBBON HOLDER  
(empty when *Carbon  
Ribbon* is used)

16 NEW RIBBON SPOOL

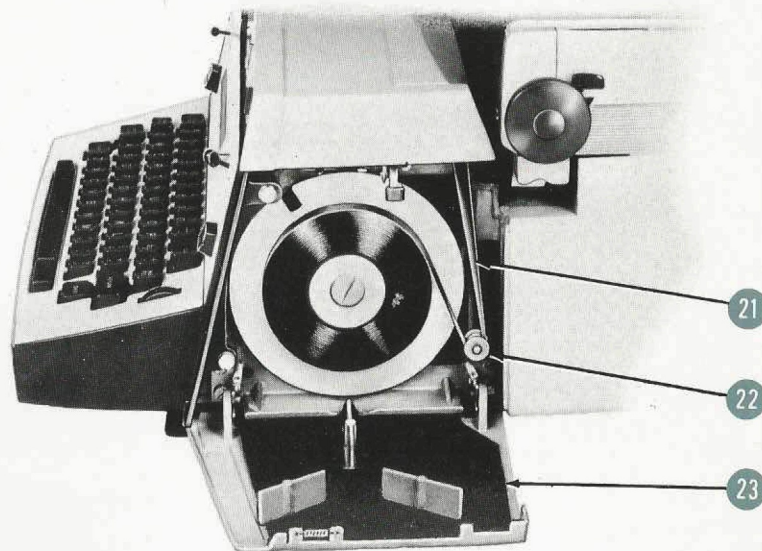


## LEFT CARBON RIBBON SPOOL



- 17 USED CARBON RIBBON
- 18 PRESSURE ROLLERS
- 19 TAKE-UP SPOOL
- 20 LEFT HINGED SIDE PLATE

## RIGHT CARBON RIBBON SPOOL



- 21 NEW CARBON RIBBON
- 22 RIBBON GUIDE
- 23 RIGHT HINGED SIDE PLATE



# ROYAL MCBEE CORPORATION

SCHOOL DEPARTMENT  
ROYAL TYPEWRITER DIVISION

Westchester Avenue  
Port Chester, New York

Copyright 1960 by Royal McBee Corporation,  
Royal, "Magic", "Touch Control", "Twin-Pak" and "Roytype",  
are registered trademarks of the Royal McBee Corporation